King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.05.004, **Shift Cash Reports & Safe Procedures**	Approved By:	Director John Diaz
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Purpose
To establish guidelines for the safeguarding, accounting, and dispensing of funds and other valuables.

Policy
It is the policy of the department to maintain inmate funds and valuables in a safe and secure manner at all times. This will be accomplished through a controlled financial management system.

References
Department Policy: 5.05.001, Inmate Property and Storage Room
Department Forms: Supervisor Incident Report
Officers Report
Shift Forms Log

A. General Guidelines
1. Loose coin or opened coin rolls shall have each coin counted.
2. Inmate valuables (i.e., coin collections and foreign currencies) will be placed in a sealed plastic bag and clearly marked with the inmate's name and Universal Control Number (UCN) or Booking Arrest (B/A) number before being placed in the Intake, Transfer and Release (ITR) safe.
3. Currencies which are soiled or contaminated with body fluids or waste, or any other suspect fluid, will be placed in a sealed evidence bag and clearly marked with the inmate's name, B/A number or UCN, and "Bio-hazard" before being placed in the ITR safe, following Department policy, 5.05.001 Inmate Property Room and Storage.
4. All safe access will be recorded by the ITR sergeant and at least one officer, Customer Service Specialist III (CSS III) or Fiscal Specialist III when placing or removing cash or valuables.
5. All information recorded in the Cash Logbook or Inmate Valuables Logbook will be legible and include the serial number and signature of the staff members who are accessing the safe.
6. Only sergeants, captains and Command Staff are authorized to access department safe combinations.
7. The ITR safe will only be accessed when:

a. There are valuables that need to be secured separately from property storage.
b. The amount of cash in the cash drawer is not sufficient to meet operational needs, below five thousand dollars ($5000).
c. The amount of cash in the cash drawer exceeds ten thousand dollars ($10,000.00).

9. A physical count of the available cash in the ITR safe shall be made:
   a. When the Fiscal Specialist III deposits money into the safe.
   b. When money is removed from the safe.
   c. When a logbook entry is unclear or there is a discrepancy.

B. Procedure

1. The CSS III cashier's responsibilities:
   a. Count all currency and coin when coming on shift.
   b. Begin a new shift cash drawer in the Keefe Commissary System.
   c. Verify the totals of the coin and currency.
   d. Ensure the relieving CSS III cashier signs the Cash Count Verification.
   e. Forward the property intake forms and Keefe cash deposit forms to the Fiscal Specialist III.
   f. Document unresolved discrepancies with an Officers Report.
   g. Print a release receipt at release. If the inmate has contaminated cash/valuables in the ITR safe, hand write these items on the printed receipt.
   h. Direct the inmate to sign the receipt and then distribute funds/valuables to the inmate.
   i. Forward the printed release receipts to the Fiscal Specialist III for processing.
   j. Close the Keefe Commissary System shift cash drawer at the end of the shift.
2. The ITR sergeant responsibilities:
   a. Maintain the two logbooks (both of which are located in the ITR safe). One logbook will record safe access for the purpose of cash deposits or withdrawal. The second logbook will record placement or removal of inmate valuables/contaminated funds.
   b. Inform the shift commander and Fiscal Specialist III of any reported discrepancies.
   c. Document any unresolved discrepancies using the Supervisors Incident Report along with the Officers Report submitted by the CSS III cashier.